



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

September 12, 2001

TO: Agency Directors

FROM: Marty Brown, Director *Marty Brown*

SUBJECT: 2002 SUPPLEMENTAL BUDGET SUBMITTALS

In preparation for the 2002 legislative session, we are asking that agencies submit any necessary supplemental funding requests to the Office of Financial Management (OFM) by October 15. Since a number of significant budget-related issues remain from the 2001 legislative session, it is extremely important to limit requests that put additional pressure on the state General Fund. Supplemental budget requests should only address critical and emergent issues, correct technical problems in the enacted budget, or deal with shortfalls or changes in mandatory caseload and workload.

In submitting supplemental budget requests, use the decision package format described in the 2001-03 OFM Budget Instructions, ensuring that your justification fully describes why the cost could not be absorbed within your existing budget. In a change from recent practice, we are also asking that agencies submit decision packages for any agency request legislation that has revenue or expenditure implications.

For the first time, agencies will be able to submit supplemental budgets electronically, through the same Budget Development System (BDS) used for the 2001-03 biennial budget. This approach will allow electronic loading of the agency budget data into the OFM database, reducing the risk of data entry errors.

The paper version of the supplemental budget request submittal should contain the following elements:

1. The Recommendation Summary report from BDS.
2. Justification in the standard budget decision package format for each item listed on the recommendation summary. (The appropriate format can be found in BDS, and in the OFM Operating Budget Instructions on the OFM website at

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<http://www.ofm.wa.gov/budinst01-03/budinst01-03part2/budinst01-03part2.htm#section3>. The sample decision package can be viewed at <http://www.ofm.wa.gov/budinst01-03/budinst01-03part2/budinst01-03part2.htm#a-2>.)

Five copies of the operating supplemental budget requests are due to OFM no later than Monday, October 15. Higher Education agencies and agencies with transportation funding should submit seven copies, so that policy committees can be included in the distribution to the House and Senate. Please mail the specified number of copies to:

Linda Swanson, Budget Assistant to the Governor
Office of Financial Management
Budget Division
P.O. Box 43113
Olympia, Washington 98504

The same criteria of critical and emergent issues or correction of technical problems also apply to capital budget requests. If your agency has potential capital budget issues that need to be addressed in the 2002 legislative session, please contact your OFM budget analyst or Mike Roberts, Senior Budget Assistant for the Capital Budget, at (360) 902-0529 to notify them of your intent.

cc: Agency Budget Officers
Jeff Doyle, House Transportation Committee
Randy Hodgins, Senate Ways and Means Committee
Dave Johnson, House Appropriations Committee
Mark McLaughlin, Legislative Transportation Committee
Chris Reykdal, Senate Transportation Committee
Bill Robinson, House Appropriations Committee
Mike Wills, Senate Ways and Means Committee